



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION: GOVERNMENT DOCUMENTS/CATALOG LIBRARIAN

DEPARTMENT: Senate Library

SALARY RANGE: \$64,581 - \$100,101

CONTACT Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

FEDERAL RELAY SERVICE Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

POSTING DATE: December 2, 2016

DEADLINE FOR APPLICATIONS: Open until filled

The online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach a cover letter and current resume to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

VETERANS' PREFERENCE: Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or

who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which may be obtained by visiting:

http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf.

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Secretary of the Senate does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference in Appointments policy by submitting a written request to vets@sec.senate.gov.

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate’s obligations and efforts to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran’s Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**UNITED STATES SENATE
OFFICE OF THE SECRETARY**



GOVERNMENT DOCUMENTS/CATALOG LIBRARIAN

Department: Senate Library

Reports to: Head of Technical Services, Cataloging Supervisor

NATURE OF WORK

This is professional work supporting the delivery of information services to Senate and Library staff, coordinating the Library's participation in the Federal Depository Library Program (FDLP), and contributing to national and international cooperative cataloging programs. Work involves performing a wide range of technical services and administrative functions to manage and provide access to federal government documents received through the FDLP, including creating bibliographic and authority records for new acquisitions, organizing and analyzing complex materials, and maintaining the accuracy of the Library's bibliographic and authority databases. Work is bound by FDLP guidelines and requirements, Library of Congress classification and subject heading guidelines, *Resource Description and Access* cataloging rules, MARC standards for bibliographic and authority records, Secretary of the Senate policies and procedures, the *U.S. Senate Handbook*, and the *Senate Ethics Manual*, but requires independent judgment in setting priorities and handling assignments. Work is performed under the immediate supervision of the Cataloging Supervisor and the general supervision of the Head of Technical Services.

ESSENTIAL FUNCTIONS

Coordinates the Library's participation in the FDLP; tracks and routes new receipts of federal government documents; selects offers lists posted by other depository libraries for review with collection development staff and requests materials needed for the Library's collections; prepares and posts disposal lists of surplus material for acquisition by other depository libraries; and fulfills requests for discarded material from other depository libraries in compliance with office policy and guidelines established by the FDLP.

Creates and revises bibliographic records for federal government documents received through the FDLP in accordance with national and local standards; analyzes content to determine appropriate assignment of classification numbers, subject headings, and authorized access points for names and titles; formulates subject headings and authorized access points in accordance with established standards and procedures to ensure consistent retrieval in the Library's catalog; contributes authority records to the Program for Cooperative Cataloging (PCC) through the Name Authority Cooperative (NACO) and Subject Authority Cooperative (SACO) programs; investigates and resolves cataloging problems; and assists with the preparation of cataloging documentation and the compiling of statistics.

Coordinates the Library's government documents collection development, working with a reference librarian in the selection and retention of material and customization of the Library's FDLP item selection profile; assists reference librarians in answering inquiries about federal government documents; maintains

The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.

PB: 8 FLSA: E VEOA: C

11/22/2016



UNITED STATES SENATE OFFICE OF THE SECRETARY

regular liaison with the Government Publishing Office (GPO), the Library of Congress, and the regional depository at the University of Maryland; monitors and maintains current awareness of issues relating to government documents; coordinates the Library's response to FDLP biennial and other surveys; and serves as the Library's representative at regional, selective, and federal depository meetings.

Maintains current knowledge of the Senate Library's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when performing the work. Work requires frequent walking, standing, bending and carrying items up to 25 pounds. Must demonstrate physical mobility and manual dexterity to shelve and retrieve materials from overhead book stacks and microform cabinets.

MINIMUM QUALIFICATIONS

Work requires a Master's Degree in Library Science or Information Science from an ALA accredited program, one to three years of library experience, including work with federal government documents, and a minimum of one year of professional cataloging experience, providing the following knowledge, skills, and abilities:

Knowledge of FDLP guidelines and requirements.

Knowledge of cataloging standards, including: MARC bibliographic and authority formats, *Resource Description and Access* cataloging rules, Library of Congress classification and subject heading guidelines, and Superintendent of Documents classification. Knowledge of PCC policy statements and guidelines preferred.

Knowledge of the U.S. Congress, the federal legislative process, and congressional documents.

Knowledge of the Senate as an institution.

Skill in the use of online tools for managing FDLP collections. Experience using the Depository Selection Information Management System, Item Lister, List of Classes, Documents Data Miner 2, and ASERL Documents Disposition Database preferred.

Skill in the use of computer software, integrated library management systems, and online cataloging tools. Experience using OCLC Connexion, RDA Toolkit, Cataloger's Desktop, Classification Web, TLC Library Solution ILS, spreadsheets, database management software, and content management systems preferred.

Ability to create original bibliographic records and perform complex copy cataloging.

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PB: 8 FLSA: E VEOA: C

11/22/2016



**UNITED STATES SENATE
OFFICE OF THE SECRETARY**

Ability to create and revise name and subject authority records. Experience applying PCC NACO and SACO policies and procedures preferred.

Ability to research topic areas, analyze library materials, and determine intellectual content for the assignment of subject headings and classification numbers.

Ability to work cooperatively and effectively in a team setting, both within the Library and outside organizational lines.

Ability to set and manage project work requirements, multitask, and meet deadlines.

Ability to implement operational guidelines and procedures.

Ability to provide prompt, responsive, and courteous customer service.

Ability to communicate effectively, both orally and in writing.

Ability to maintain confidentiality.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

None.

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11/22/2016